

FACULTY OF FORESTRY
UNIVERSITY OF TORONTO

MIDTERM EVALUATION OF MFC STUDENT INTERNSHIP
BY HOST ORGANIZATION

The purpose of this midterm evaluation is to identify any issues that may arise early in the internship.

Please complete this evaluation form and discuss it with the student before submitting it to us. We have attempted to keep the administrative work to a minimum by providing a checkbox format. Your assessment and discussion with the student is an integral part of his/her training and education in a practical work setting and is greatly appreciated as it will contribute to a better understanding of his/her strengths and weaknesses and help develop both personal and career awareness.

Please return this form to Nandita Raina at the Faculty of Forestry at nandita.raina@utoronto.ca or fax to 416-978-3834 by July 6, 2016.

Student Name:

Host Organization:

Address:

Supervisor:

Beginning & Ending Dates of the Internship:

Task Description: Please provide a brief summary of the student's activities and responsibilities:

√ Please assess the student in each of the following areas by checking the box which best describes his/her performance. If the question is not applicable, please put "N/A".

Interest in work

Very enthusiastic, high interest in job	More than average amount of interest and enthusiasm for the job	Average/satisfactory amount of interest and enthusiasm for the job	Interest spasmodic, occasionally enthusiastic	Little interest or enthusiasm for the job

Initiative

Self starter. Asks for new tasks. Looks for work to do.	Acts voluntarily in most matters	Acts voluntarily in routine matters	Relies on others, must be told what to do frequently	Always waits to be told what to do next

Organization and Planning

Does an outstanding job of planning and organizing work and time	Usually organizes work and time effectively	Does a normal amount of planning and organizing	More often than not fails to organize and plan work effectively	Consistently fails to organize and plan work effectively

Ability to Learn

Exceptionally quick, imaginative	Quick to learn	Average	Rather slow to learn	Very slow to learn

Quantity of Work

Highly productive. Exceeds expectations	Produces more than expected	Expected amount of productivity	Less than expected	Very low

Quality of Work

Very thorough in performance of work. Very few errors, if any	Usually thorough. Good work. Few errors	Work usually passes review. Has normal amount of errors	More than average amount of errors	Work usually done in careless manner with many errors

Judgement

Exceptionally good. Decisions based on thorough analysis of problem	Uses good common sense. Usually makes sound decisions.	Judgement usually good in routine situations	Judgement often undependable	Poor judgement, jumps to conclusions without sufficient knowledge

Dependability

Can always be depended upon in any situation	Can usually be depended upon in most situations	Can be depended upon in routine situations	Somewhat unreliable, needs above average checking	Unreliable

Interpersonal Skills

Always works in harmony with others. An excellent team member	Congenial and helpful. Works well with others	Most relations with others are harmonious under normal circumstances	Difficult to work with at times. Sometimes antagonizes others or overly quiet	Frequently quarrelsome and causes friction or overly withdrawn

Acceptance of Suggestions & Criticism

Expresses appreciation & takes prompt action on suggestions & criticism by supervisor	Willingly accepts suggestions & criticism by supervisor	Accepts suggestions & criticism by supervisor in a satisfactory manner	Reluctantly accepts suggestions & criticism by supervisor	Resents suggestions & criticism by supervisor

Communication - Written Memos & Reports

Always clear, well organized & easily understandable on all significant occasions	Normally very clear, well organized & easily understandable	Usually clear and concise	Satisfactory, occasionally encounters difficulty in writing clearly and concisely	Not clear to the extent that it causes confusion and interferes with performance of work

Communication - Verbal

Always clear, well organized & easily understandable on all significant occasions	Normally very clear & understandable	Usually clear and concise	Satisfactory, occasionally encounters difficulty in speaking clearly and concisely	Not clear to the extent that it causes confusion and interferes with performance of work

Creativity

Continually seeks new and better ways of doing things, is extremely innovative	Frequently suggests new ways of doing things, is very imaginative	Has average amount of imagination, has reasonable amount of new ideas	Occasionally comes up with a new idea	Rarely has a new idea, is not very imaginative

Analytical Ability

Always understands and uses decision making processes well. Carefully evaluates and selects among alternatives	Sometimes understands and uses decision making processes well, adequately evaluates and selects among alternatives	Poor understanding of decision making processes, experiences difficulty in evaluating and selecting among alternatives

Leadership Skills

Excellent	Above average	Average	Below average

Overall Performance

A	B	C	D	E

If you wish now or in the future to comment on the program in general, or on the preparation of students in particular, please feel free to do so. Your observations will be very welcome and helpful to the students.

Comments:

Supervisor's Name (print)

Signature

Date

Return by July 6, 2016 to:

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